

Process

Please complete as much of the information below as possible and return to:
sales@quaaoutlodge.com

Please note that events are not secured until we receive the deposit required for your type of event.

Securing Your Event

In order to secure your event dates, venue spaces, and requirements, we require the following:

1. Event Information Form
2. Deposit
3. Signed Contract

Deposit & Payment

In order to secure your event, we require a 30% non-refundable deposit on the catering/banquet costs. If you wish to pay your final invoice with a Purchase Order (PO), we require a credit card on file for the booking/deposit, unless you are a preferred partner then this is not required, and you can send a PO# for final billing.

Payment Schedule Corporate, Elopement & Golf Group Events:

- To secure a 30% deposit is required
- 7 days prior to event payment on the invoice balance
- Post event – final billing

Payment Schedule Weddings:

- To secure a 30% deposit is required
- 6 months prior to the event 50% payment on the balance
- 3 months prior to the event 75% payment on the balance
- 7 days prior to event payment on the remaining balance

Corporate payment schedule applies to Golf Groups with event space/venue or catering

Step 1: Event Details

[Click here to view our Corporate Package](#)

Select from the following options:

- Wedding
- Corporate Event
- Retreat
- Golf Group
- Other: _____

| | |
|----------------------|--|
| Event Name | |
| Company/Organization | |
| Date(s) of Event | |
| Number of guests | |
| Contact Name | |
| Phone | |
| Email | |
| Mailing Address | |

Step 2: Payment Details

Credit Card required for 30% deposit, please select one:

- Visa
- Mastercard
- Amex

Select types of payment authorized:

- 30% Deposit
- Final billing

Step 3: Venue & Catering

DAY 1 – EVENT REQUIREMENTS

| DATE | START TIME | END TIME | NUMBER OF GUESTS | VENUE NAME(S) |
|------|------------|----------|------------------|---------------|
| | | | | |

Select AV Options:

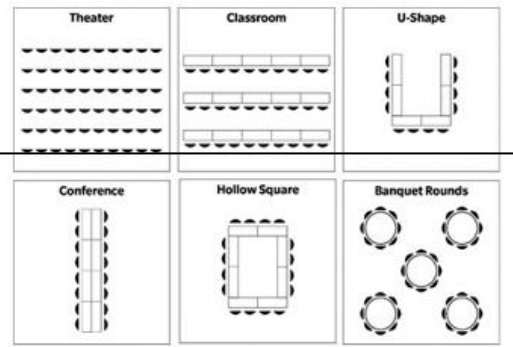
- Chiefs Package
- Skwlax Package

A La Carte Options:

- Flip chart w/ markers (# Required_____)
- Whiteboard w/ markers (# Required_____)
- One Speaker Sound System
- Wireless mic (Indoor only)
- LCD Projector (come with HDMI Cable)
- 8' Screen (comes with cart & extension cord)
- HDMI cable (# Required_____)
- Extension Cord/ Power Bar (# Required_____)
- Conference Owl (video conferencing camera with microphone & speaker)

Any additional setup notes:

Any vendors, entertainers or musicians attending (please list)?



Select room set up:

- Rounds
- U-Shape
- Hollow Square
- Boardroom
- Classroom
- Theatre
- Custom Set-up:

DAY 1 – CATERING REQUIREMENTS

[Click here to view our Catering Menu](#)

| MEAL TYPE | MEAL SELECTION | START TIME | END TIME | NUMBER OF GUESTS | ALLERGIES/ DIETARIES |
|-----------------------|----------------|------------|----------|------------------|----------------------|
| BREAKFAST | | | | | |
| MORNING SNACK BREAK | | | | | |
| LUNCH | | | | | |
| AFTERNOON SNACK BREAK | | | | | |
| DINNER | | | | | |

Beverage Options (billed on consumption):

- Coffee & Organic Tea
- Assorted juice & soft drinks

Bar Options:

- Cash Bar

- Host Bar
- Tickets (# Required _____)
- Wine on Tables (# Required _____ RED _____ WHITE per table)

Multi-day Event: Do you require catering for all dates?

- Yes
- No

If Yes, would you like to repeat your venue and catering order for the other event days?

- Yes (Notes: _____)
- No

Included:

- Water will always be included (unless otherwise specified by the event organizer).

Please note: Our buffets have minimums. Please reach out to your event coordinator for options if you do not reach these minimums.

MULTI-DAY EVENTS

Please complete if your event will run longer than one day.

DAY 2 – EVENT REQUIREMENTS

| DATE | START TIME | END TIME | NUMBER OF GUESTS | VENUE NAME(S) |
|------|------------|----------|------------------|---------------|
| | | | | |

Select AV Options:

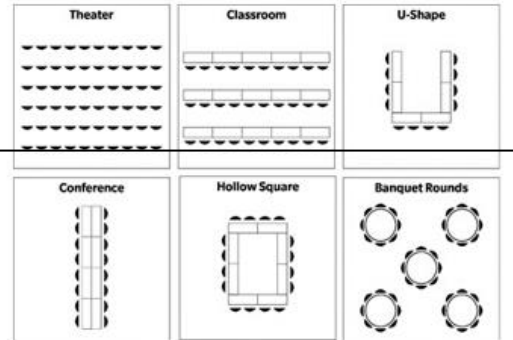
- Chiefs Package
- Skwlax Package

A La Carte Options:

- Flip chart w/ markers (# Required _____)
- Whiteboard w/ markers (# Required _____)
- One Speaker Sound System
- Wireless mic (Indoor only)
- LCD Projector (comes with HDMI Cable)
- 8' Screen (comes with cart & extension cord)
- HDMI cable (# Required _____)
- Extension Cord/ Power Bar (# Required _____)
- Conference Owl (video conferencing camera with microphone & speaker)

Any additional setup notes:

Any vendors, entertainers, or musicians attending (please list)?



Select room setup:

- Rounds
- U-Shape
- Hollow Square
- Boardroom
- Classroom
- Theatre
- Custom setup:

DAY 2 – CATERING REQUIREMENTS

[Click here to view our Catering Menu](#)

| MEAL TYPE | MEAL SELECTION | START TIME | END TIME | NUMBER OF GUESTS | ALLERGIES/ DIETARIES |
|-----------------------|----------------|------------|----------|------------------|----------------------|
| BREAKFAST | | | | | |
| MORNING SNACK BREAK | | | | | |
| LUNCH | | | | | |
| AFTERNOON SNACK BREAK | | | | | |
| DINNER | | | | | |

Beverage Options (billed on consumption):

- Coffee & Organic Tea
- Assorted juice & soft drinks

Bar Options:

- Cash Bar
- Host Bar
- Tickets (# Required _____)
- Wine on Tables (# Required _____ RED _____ WHITE per table)

MULTI-DAY EVENTS

DAY 3 – EVENT REQUIREMENTS

| DATE | START TIME | END TIME | NUMBER OF GUESTS | VENUE NAME(S) |
|------|------------|----------|------------------|---------------|
| | | | | |

Select AV Options:

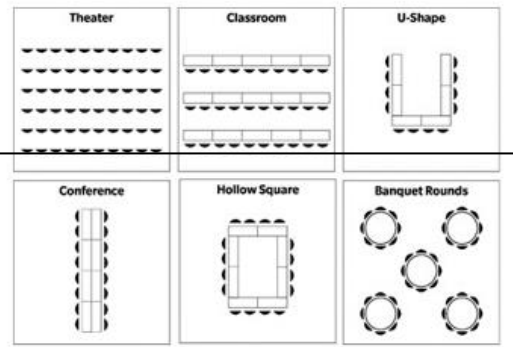
- Chiefs Package
- Skwlax Package

A La Carte Options:

- Flip chart w/ markers (# Required _____)
- Whiteboard w/ markers (# Required _____)
- One Speaker Sound System
- Wireless mic (Indoor only)
- LCD Projector (come with HDMI Cable)
- 8' Screen (comes with cart & extension cord)
- HDMI cable (# Required _____)
- Extension Cord/ Power Bar (# Required _____)
- Conference Owl (video conferencing camera with microphone & speaker)

Any additional setup notes:

Any vendors, entertainers or musicians attending (please list)?



Select room set up:

- Rounds
- U-Shape
- Hollow Square
- Boardroom
- Classroom
- Theatre
- Custom Set-up:

DAY 3 – CATERING REQUIREMENTS

[Click here to view our Catering Menu](#)

| MEAL TYPE | MEAL SELECTION | START TIME | END TIME | NUMBER OF GUESTS | ALLERGIES/ DIETARIES |
|-----------------------|----------------|------------|----------|------------------|----------------------|
| BREAKFAST | | | | | |
| MORNING SNACK BREAK | | | | | |
| LUNCH | | | | | |
| AFTERNOON SNACK BREAK | | | | | |
| DINNER | | | | | |

Beverage Options (billed on consumption):

- Coffee & Organic Tea
- Assorted juice & soft drinks

Bar Options:

- Cash Bar

- Host Bar
- Tickets (# Required _____)
- Wine on Tables (# Required _____ RED _____ WHITE per table)

DAY 4 – EVENT REQUIREMENTS

| DATE | START TIME | END TIME | NUMBER OF GUESTS | VENUE NAME(S) |
|------|------------|----------|------------------|---------------|
| | | | | |

Select AV Options:

- Chiefs Package
- Skwlax Package

A La Carte Options:

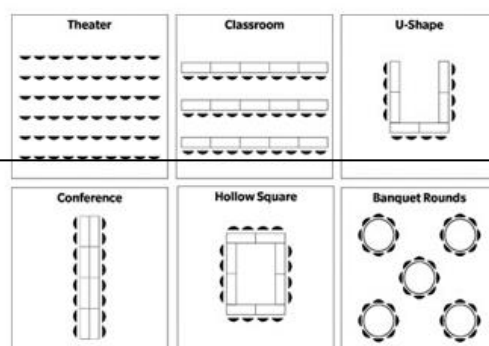
- Flip chart w/ markers (# Required _____)
- Whiteboard w/ markers (# Required _____)
- One Speaker Sound System
- Wireless mic (Indoor only)
- LCD Projector (come with HDMI Cable)
- 8’ Screen (comes with cart & extension cord)
- HDMI cable (# Required _____)
- Extension Cord/ Power Bar (# Required _____)
- Conference Owl (video conferencing camera with microphone & speaker)

Any additional set up notes:

Any vendors, entertainers or musicians attending (please list)?

Select room setup:

- Rounds
- U-Shape
- Hollow Square
- Boardroom
- Classroom
- Theatre



Custom Setup:

DAY 4 – CATERING REQUIREMENTS

[Click here to view our Catering Menu](#)

| MEAL TYPE | MEAL SELECTION | START TIME | END TIME | NUMBER OF GUESTS | ALLERGIES/ DIETARIES |
|-----------------------|----------------|------------|----------|------------------|----------------------|
| BREAKFAST | | | | | |
| MORNING SNACK BREAK | | | | | |
| LUNCH | | | | | |
| AFTERNOON SNACK BREAK | | | | | |
| DINNER | | | | | |

Beverage Options (billed on consumption):

- Coffee & Organic Tea
- Assorted juice & soft drinks

Bar Options:

- Cash Bar
- Host Bar
- Tickets (# Required _____)
- Wine on Tables (# Required _____ RED _____ WHITE per table)

DAY 5 – EVENT REQUIREMENTS

| DATE | START TIME | END TIME | NUMBER OF GUESTS | VENUE NAME(S) |
|------|------------|----------|------------------|---------------|
| | | | | |

Select AV Options:

- Chiefs Package
- Skwlax Package

A La Carte Options:

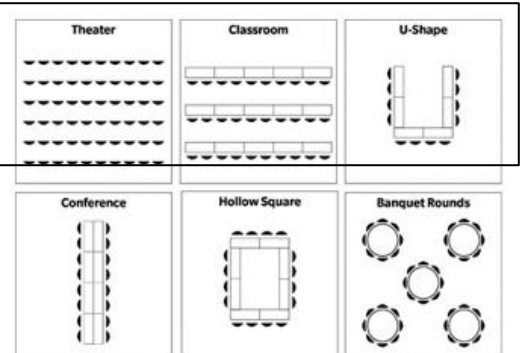
- Flip chart w/ markers (# Required_____)
- Whiteboard w/ markers (# Required_____)
- One Speaker Sound System
- Wireless mic (Indoor only)
- LCD Projector (come with HDMI Cable)
- 8" Screen (comes with cart & extension cord)
- HDMI cable (# Required_____)
- Extension Cord/ Power Bar (# Required_____)
- Conference Owl (video conferencing camera with microphone & speaker)

Any additional setup notes:

Any vendors, entertainers or musicians attending (please list)?

Select room setup:

- Rounds
- U-Shape
- Hollow Square
- Boardroom
- Classroom
- Theatre
- Custom Setup:



DAY 5 – CATERING REQUIREMENTS

[Click here to view our Catering Menu](#)

| MEAL TYPE | MEAL SELECTION | START TIME | END TIME | NUMBER OF GUESTS | ALLERGIES/ DIETARIES |
|-----------------------|----------------|------------|----------|------------------|----------------------|
| BREAKFAST | | | | | |
| MORNING SNACK BREAK | | | | | |
| LUNCH | | | | | |
| AFTERNOON SNACK BREAK | | | | | |
| DINNER | | | | | |

Beverage Options (billed on consumption):

- Coffee & Organic Tea
- Assorted juice & soft drinks

Bar Options:

- Cash Bar
- Host Bar
- Tickets (# Required _____)
- Wine on Tables (# Required _____ RED _____ WHITE per table)

Kukstsémc (Thank you) for your event inquiry!

We look forward to working with you. Please visit our [website](#) for more information about our resort. We also have a [Le7ke Spa](#) and [Talking Rock Golf Course](#) should your guests wish to enjoy these amenities while at the lodge.